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# CITY OF NEWTON, MASSACHUSETTS

## DEPARTMENT OF HUMAN RESOURCES

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### **Interim Protocols on the Usage of Masks/Face Coverings Effective Thursday, August 26, 2021**

#### **1. Purpose**

This document outlines the usage of masks/face coverings by all municipal employees of the City of Newton effective Thursday, August 26, 2021.

The City is updating this Protocol to reflect the need for health and safety measures for employees during this time as a result of the spread of the highly contagious Delta COVID-19 variant.

#### **2. Applicability**

This Protocol applies to all municipal employees of the City of Newton.

#### **3. Protocols**

- a. Employees must use mask/face coverings in the following way:
  - i. A mask/face covering must be worn during the workday by all municipal employees of the City of Newton while in public spaces of City buildings.
  - ii. For the purpose of this Protocol, such spaces are defined as places where the public has access, including hallways, stairwells, bathrooms, and areas where employees are directly interacting with members of the public (e.g., customer service counters and/or windows).
  - iii. Employees who are fully vaccinated may remove face coverings when they are working in their private spaces including cubicles, offices, vehicles, and conference rooms when there are no members of the public present.
  - iv. City employees who are entering non-public buildings (private residences, stores, restaurants, etc.) as part of their course of business must wear face coverings.
  - v. Masks/face coverings must be appropriate for work and must not have any messaging. The City retains the right to require an employee to use a City-issued face mask if the employee's personal one is deemed not appropriate for work.

- vi. Any employee who is unable to wear a mask/face covering due to a medical condition may make a request for exemption from this Protocol with the Department of Human Resources.

#### **4. Resources:**

For assistance regarding the interpretation of this protocol, please contact the Human Resources Department at 617-796-1260 or by email at [HR@newtonma.gov](mailto:HR@newtonma.gov).

For assistance regarding CDC or DPH guidelines, contact the Department Health and Human Services at 617-796-1420.

Employees in need of a face covering should contact their supervisor or department head, who then shall make a request to the Department of Public Buildings.